

STUDY ABROAD PROGRAM FACULTY HANDBOOK



This faculty handbook is intended for faculty leaders, faculty co-leaders and program assistants who accompany and teach students abroad on an approved FAU Education Abroad Faculty-Led Program. It is designed to provide you with assistance throughout program planning and in-country experience. Guided by best practices in the field of international education, you will find information outlining the responsibilities of both the faculty and Education Abroad, travel guidelines, student eligibility, budget development, procedures to follow in the event of an emergency, and other important topics.

All faculty leaders, faculty co-leaders or program assistance must read the faculty handbook and sign the signature page. The signature page must be submitted as part of the program proposal.

TABLE OF CONTENTS

FAU Education Abroad Office.....	3
Approved Travel Destinations.....	4
Student Eligibility.....	4
Proposal Materials & Submission.....	4
Approval Process & Timeline.....	5
Faculty Leader Compensation & Travel Expenses.....	5
Faculty Leader Roles & Responsibilities.....	5-9
Sponsoring Department/College Roles & Responsibilities.....	10-11
Education Abroad Roles & Responsibilities.....	10-11
Recommended Study Abroad Vendors.....	11-12
Resources.....	13

FAU EDUCATION ABROAD OFFICE

The Education Abroad (EA) office at Florida Atlantic University believes that all students should have the opportunity for global exploration and a study abroad experience can be one of the most inspiring experiences of a student's life. It is also a rewarding experience for faculty leaders. We are excited you have decided to join Education Abroad in offering students this enriching experience!

EA coordinates short-term faculty-led study abroad programs during fall, spring, and summer terms. With nearly 75% of FAU study abroad participants selecting the faculty-led study abroad option, we strive to support faculty and instructors in offering a wide range of destinations, academic subjects, and experiential learning opportunities for students of all backgrounds and programs of study each year. In conjunction with the [Center for Global Engagement](#), Office of the Provost, and Student Affairs & Enrollment Management. Our priorities and passions are increasing student and employee participation, ensuring the safety and security of all travelers, and creating inclusive and accessible programming.

We are available from start to finish to support faculty leaders, co-leaders and program assistants in program proposal and execution. Our services include program development, access to worldwide partnerships, budget and finance support, recruitment and marketing, application and admission management, safety & security training, and 24-7 emergency support. Though many internal and external factors can impact the success of a program, we strive to offer the best possible service and programming to all students, employees, community members, and global partners.

VISION: Education Abroad strives to develop globally competent citizens and leaders.

MISSION: Education Abroad supports FAU's global initiatives by creating accessible international programming and opportunities for students, faculty, and staff. Through advocacy, advising, research, education, and training, we promote a globally-minded and culturally aware community.

EDUCATION ABROAD CONTACT

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APPROVED TRAVEL DESTINATIONS

FAU considers the safety and security of its University travelers a top priority. The University continues to strengthen its policies and procedures to best support the physical, mental, and emotional wellbeing of all of our travelers abroad. In conjunction with the new [Department of State Consular Advisory System](#) for international travel—implemented in January 2018—FAU is operating under a draft policy which will be finalized by Fall 2019.

FAU Education Abroad requires no additional processes for travel abroad to countries with designations of *Level 1: Exercise Normal Precautions* and *Level 2: Exercise Increased Caution*. Education Abroad-sponsored or approved travel in *Level 3: Reconsider Travel* countries may be considered on a case-by-case basis after review from the FAU Global Travel Safety & Security Committee for faculty-led study abroad programs, exchange and direct enroll partnerships developed by Education Abroad, and for graduate students conducting research or study abroad. Countries with a *Level 4: Do Not Travel* designations are prohibited for all students.

FAU reserves the right to suspend travel to any destination when world conditions alter the safety and security assessment of the country or region and student travel could affect the physical, mental, and emotional health of travelers.

STUDENT ELIGIBILITY

Education Abroad requires all degree and non-degree students to submit the appropriate study abroad application and admissions materials in Via TRM. Study abroad programs are open to both degree and non-degree students, though first preference should be given to FAU degree-seeking students. Undergraduate students must have a 2.5 cumulative GPA or higher, and graduate students must have a 3.0 cumulative GPA or higher in order to participate. If you have additional admission or participation requirements which [do not discriminate against any individual or groups nor violate any state or federal policies](#), you must indicate the request in your program proposal. Student Accessibility Services (SAS) are available if reasonable accommodations are required for program participation.

PROPOSAL MATERIALS & SUBMISSION

A complete proposal must be submitted by given deadline with all supporting documents including:

- 1) Faculty-Led Program Application
- 2) Faculty-Led Program Budget Form with quotes for expenditures
- 3) Signature page of the Faculty Handbook
- 4) Tentative program itinerary
- 5) Faculty-Led Safety & Security Plan
- 6) Tentative syllabi for all courses being offered
- 7) Program Leader Emergency, Health, & Reimbursement Form
- 8) Family & Friends Disclosure Form
- 9) Family & Friends Release and Assumption of Risk Form
- 10) Clear color copy of the biographical page of passport

APPROVAL PROCESS & TIMELINE

All program approvals must be vetted and approved by all participating faculty leaders, faculty co-leaders, program assistants, Department Chairs, and Deans. Once a complete program application packet has been received, it will be processed by Education Abroad for accuracy and completeness before being forwarded to a program review panel. Reviewers will evaluate the program based on various factors including but not limited to: safety and security, affordability, diversity, accessibility, geographical/topical desirability, competing programs.

The review panel makes recommendations for which programs may move forward for approval by the Director of Education Abroad, the Executive Director of the Center for Global Engagement, and the Provost.

FACULTY LEADER COMPENSATION & TRAVEL EXPENSES

The Education Abroad Faculty-Led Program model is set up such that faculty and co-leaders receive compensation for teaching. The rate of pay is determined by the sponsoring College/Department(s) as approved by HR. Unless otherwise discussed and approved by Education Abroad, Colleges/Departments are responsible for providing compensation to faculty leaders for courses taught on the program.

The program fees, which are collected from each participant, cover student expenses as well as any faculty leader, faculty co-leader or program assistants travel costs and living expenses. Reimbursable travel expenses may include room and board, flight, in-country transportation, CISI International Health & Travel Insurance, supplies necessary for programming. Please contact Education Abroad if you need clarification on qualifying budget items and reimbursements.

FACULTY LEADER ROLES & RESPONSIBILITIES

Academic & Course Registration

- Develop course content including syllabi and detailed travel itinerary to supplement coursework, including learning goals and outcomes
- Instruct/co-instruct/support in the instruction of students abroad
- Communicate to students that registering for coursework and paying FAU tuition (in-state and out-of-state rates apply) is required for program participation - tuition cost is **not** included in the study abroad program fee
- Collaborate with department/college to make sure program study abroad course(s) are accurately posted to the appropriate term before registration opens for students
- List study abroad courses with the “Department Permission” restriction
- Submit grades according to University deadlines

Communication, Marketing & Program Recruitment

- Promote program within classroom, department, college, and other relevant areas
- Coordinate and conduct regular program specific information sessions and notify the Education Abroad office of these sessions so they can help promote
- Attend or coordinate representation for tabling at the annual fall Education Abroad Fair
- Support in the content development of Education Abroad marketing materials
- Submit any additional in-house marketing materials to Education Abroad and Creative Services for approval
- Maintain roster of student inquiries and follow up as needed
- Communicate with Education Abroad regarding any changes to proposed and/or approved program itinerary, budget, personnel, etc. before finalizing

Application & Admissions Process

- Any in-house forms beyond the Education Abroad student study abroad application must be first vetted and approved by the Office of the General Counsel and the Education Abroad Director before submitting to students
- Any additional program specific student requirements must first be approved by the Education Abroad Director (i.e. flight requirement, on-campus class participation prior to international experience, vaccines, etc.)

Pre-Departure

- Establish rooming list and provide copy to Education Abroad at least 2 weeks prior to departure
- Coordinate and conduct a Program Specific Pre-Departure Meeting to educate students on program expectations, faculty in-country contact information, cultural considerations and customs, country-specific health and safety concerns, etc. (Education Abroad will provide general Pre-Departure Orientation to all travelers)
- Establish and communicate with student's logistics for arrival and departure
- Communicate how students should notify the Safety Designee of personal travel during program free time (i.e. text, email)
- Communicate with Education Abroad at least two months prior to departure regarding any non-program personnel which will be present or traveling with faculty leaders during program
- Provide Education Abroad a copy of final travel itinerary including destinations, program activities, and accommodation details within 1 month of program start date

On-Site Arrival

- Safety designee must arrange and communicate to students the a program on-site arrival meeting that should be conducted within 24 hours of the in-country program start date to check that all students have arrived safely

Health & Safety

- Develop health and safety plan as part of proposal process and educate travelers on emergency protocols abroad

- Programs without in-country support through an international partner university or full service vendor should not allow more than 16 participants per one faculty leader – beyond 16 students, a faculty co-leader or program assistant should be added to the program and budget
- Programs with in-country support through an international partner university, full service vendor should not allow more than 20 student participants per one faculty leader – beyond 20 students, a faculty co-leader or program assistant should be added to the program and budget
- Provide Education Abroad onsite contact information for program health and safety designee to liaise with FAU 24/7 in real and perceive emergencies and events abroad
- Document and report student incidents to Education Abroad by submitting the Incident Report Form within 24 hours
- Require students to notify (with dates, destination, contact) the Safety Designee 24 hours prior to any personal travel during program dates outside of program city on free time
- Address and resolve any conduct, physical, or mental health issues while abroad, with guidance from the Education Abroad office and other University resources
- Serve as an on-site travel expert and translator, if applicable
- Follow up with FAU Clery Officer regarding requests for information
- Confirm the successful arrival and departure of all travelers with Education Abroad
- It is required that all program leaders and assistants have a phone that can make and receive international and domestic calls regardless of internet connection or speeds. If your phone does not currently allow this, consider what is needed to make this possible (e.g. sim card, additional coverage). Add related expense to program budget if needed
- Faculty leaders are expected to reside in the program city during the entire international program experience and should be available to respond in-person 24/7 to the group or an individual participant in distress. Faculty leaders should also be available to communicate with the Education Abroad Director or University leadership for real or perceived emergencies
- All study abroad faculty/staff are required to participate in mandatory Safety and Emergency Training (program is not fully approved to run if this is not completed)

Training is coordinated by Education Abroad in collaboration with the Provosts office, FAU Dean of Students, Counseling & Psychological Services and General Counsel. Training information will be provided around the time of proposal submission deadlines.

Health & Safety Contacts & Resources

Education Abroad Emergency Cell Phone *In the event of an emergency, call, text, or WhatsApp the EA emergency phone at any time (24/7/365) during a study abroad program. EA Director & Center for Global Engagement Executive Director manage the emergency phone.	Provided to faculty leaders before departure
FAU Police Department * You can contact the FAU Police at any time (24/7/367) if immediate FAU assistance is needed.	561-297-3500
Dean of Students Office	561-297-3542
Counseling and Psychological Services Crisis Line	561-297-3540

Student Accessibility Services	561-297-3880
Victims Advocate Office	561-297-0500

Emergency Response Protocol

In the event of a true emergency requiring immediate response:

- 1st: Call local in-country authorities or medical responders
- 2nd: Notify FAU Education Abroad as soon as possible (within 24 hours) through phone, text, WhatsApp, or email (FAU Police if necessary)
- 3rd: Submit Study Abroad Incident Report within 24 hours if possible

Reporting

Study Abroad Incident Report Form: In the event of an incident abroad, the faculty leader is required to submit an incident report via email to the Education Abroad Director within 24 hours of incident. The Education Abroad Director can offer support and if necessary, will liaise with FAU leadership for next steps. The incident report is used to identify if additional reporting is required through Maxient, which may be handled by EA Director on the faculty leader's behalf if needed.

Submit a Study Abroad Incident Report Form if any of the below occur:

- Serious injury or illness resulting in hospital visit, emergency response, surgery, etc.
- Filed police report or arrest
- Sexual misconduct
- Student conduct issue resulting in disciplinary action

**In the event you are unable to submit an incident report form within 24 hours due to extenuating circumstances, you can call, text, or WhatsApp the Education Abroad emergency phone with information about the incident and who is involved.*

Dean of Students Reporting: Student of Concern/ Student Conduct Incident Reporting (Maxient):
www.fau.edu/dean

Budget & Finance

- Programs should use one full-service vendor when possible and additional vendors must be approved by the EA Director prior to submitting a proposal
- Develop an initial program budget for all travelers including set fees and anticipated expenses with documented quotes (Education Abroad can assist if needed) – it is recommended to keep costs low to encourage student enrollment
- Budget should be based on the minimum number of participants your college will allow the program to run with
- Faculty/staff must determine the maximum number of participants a program can accept based on aspects such as in-country accommodation and transportation availability – see page 7 for EA recommendations on maximum participants per one faculty leader
- Provide EA with a direct contact person for vendor(s) being used

- Student flight cost should NOT be included in program budget since student's book their international airfare independently - in the event a group flight is absolutely needed, EA will work with program faculty/staff to determine possible options
- Faculty/staff and student participants should not purchase airfare until program has reached sufficient enrollment after all participants have submitted first program fee and EA gives permission to book flights
- Faculty/staff initially coordinate the purchase of their international airfare and are reimbursed in their cash advance no more than 10 days prior to departure
- Adjustment of in-country costs after proposal approval must be communicated to the EA Director as early as possible
- The EA Director and Center for Global Engagement (CGE) Budget Manager are the main points of contact with regard to all financial matters throughout program budget development
- Communicate with Education Abroad Prior to spending any non-budgeted funds
- Delegate permissions to (CGE) Budget Manager to create spend authorization and expense report in Workday
- Faculty/staff are responsible for attending a financial pre-departure meeting with EA prior to departure and must understand the University, State and Federal rules pertaining to travel-related expenses
- Program faculty/staff are responsible for staying within the program budget
- In the event additional funds or services are needed after a program fee is advertised, faculty leaders must get approval from the Director of EA and CGE Budget Manager
- Faculty/staff leaders MUST get & keep ALL receipts for reimbursable expenses for both themselves & the group - no alcoholic beverages are allowed
- If a faculty leader forgets to get a receipt or it is not available & the expense item is under \$25.00 the traveler must provide Education Abroad with a signed statement certifying that the expense was incurred
- Faculty/staff who have family members traveling on programs are not permitted to cover any associated costs such as child care, meals, transportation, excursions, etc. with program funds
- Faculty/staff MUST return ALL receipts to CGE Budget Manager within 2 days of their return
- Reconciliations are processed in the order they are received, once the expenses are processed they are submitted to the Controller's Office, any reconciliation not received by the Controller's Office within 10 days of the program end date or faculty return date (whichever is later) will become taxable to the program faculty/staff leaders

SPONSORING COLLEGE/DEPARTMENT ROLES & RESPONSIBILITIES

Academic

- Create course sections and confirm that all courses are listed in the correct term and as "Department Permission"
- Communicate with Advising Departments and follow up with any substitutions or clarifications regarding courses offered
- Approve course syllabi and ensure academic integrity of faculty-led program

Marketing & Communication

- Support program faculty/staff in marketing the program within the College and campus
- Provide links to Education Abroad programming from department/college webpage

Budget & Finance

- Compensate faculty leaders and co-leaders according to institution, state, and federal regulations
- Vet and hire faculty leaders/co-leaders/assistants, if required
- Alert Education Abroad to departmental/program-specific study abroad scholarships
- Education Abroad may ask the colleges to manage the finances for short-term programs

EDUCATION ABROAD ROLES & RESPONSIBILITIES

Academic

- Submit program proposals to CGE Executive Director and Office of the Provost for approval as an academic offering
- Communicate to students that registering for coursework and paying FAU tuition is required for program participation
- Communicate GPA and academic status requirements to students

Marketing & Communication

- Answer all questions regarding the general Education Abroad application and admissions process
- Respond to initial program inquiries and refer students to program faculty/staff leaders and university departments/resources as needed
- Create program webpages in Via TRM application software
- Promote program on EA website, social media outlets and at on campus events
- Develop and share program-specific and general marketing materials for faculty-led study abroad events and programming
- Coordinate and host annual fall Education Abroad Fair

Application & Admissions Process

- Provide online application and admission process through Via TRM
- Process applications, issue formal acceptance, and communicate participant roster with faculty leader /co-leaders
- Collect passport copies, Education Abroad consent forms and waivers as needed

Pre-Departure & Orientation

- Provide general support and advising on immigration requirements for entry into country
- Provide Study Abroad Handbook to students
- Host General Education Abroad Pre-Departure Orientation for all student travelers

- Provide faculty leaders and co-leaders pre-departure materials

Health & Safety

- Provide 24/7 emergency response support to travelers in real and perceived emergencies and events
- Enroll all travelers in mandatory CISI International Health & Travel Insurance
- Liaise with CISI Insurance regarding any incidents which require assistance abroad
- Educate faculty leaders and FAU leadership on University protocols for emergency response management
- Monitor media outlets, government and professional resources to assess onsite conditions and security in host country as needed

Budget & Finance

- Review budget and collaborate with faculty leaders and Center for Global Engagement Budget Manager to confirm program fee
- Invoice students and process program fees in Marketplace
- Liaise with vendors and Office of General Counsel to develop, vet, and execute program contracts in accordance with institutional policies and procedures
- Issue payment to vendors as needed
- Create spend authorization, process cash advance, and submit expense report for program faculty/staff
- Provide general guidance and referrals for students interested in utilizing Financial Aid and scholarships
- Administer the Education Abroad Scholarship

RECOMMENDED STUDY ABROAD VENDORS

Education Abroad has worked with companies and universities all over the world to serve as vendors for FAU faculty-led programs. Vendors can assist with a wide range of services including but not limited to; reserving accommodations abroad for students and faculty/staff, coordinating program activities and excursions, local transportation, guest lecturers, site visits, group meals and more. It benefits faculty-led programs to use a vendor that can provide a wide range of services in addition to reserving accommodations. This can help limit risk and allow for a timelier financial and contract process. It also gives faculty support in coordinating program activities and **most importantly, it relieves faculty from the responsibility of handling large amounts of student funds internationally.**

Below is a list of companies and universities FAU Education Abroad has an affiliation with or has successfully used as a vendor in the past for faculty-led programming. In addition, listed below are international universities that FAU has an exchange partnership with that can offer services. Education Abroad can connect you with the appropriate contact person at any of the vendors or exchange partners listed below.

Study Abroad Companies (Vendors)	Support Offered
Anglo Educational Services: https://angloeducational.com/	United Kingdom & worldwide
World Strides ISA: https://worldstrides.com/	Worldwide
donQuijote: https://www.donquijote.org/	Spain & Latin America
Austral Group: http://www.theaustralgroup.com/	Worldwide
Tumlare Management Destination: https://www.tumlare.com/	Worldwide
JTB USA Inc. Miami Branch: https://www.jtbusa.com/	Japan
American Institute for Foreign Study: https://www.aifsabroad.com/customized/	Worldwide
Academic Programs International: https://apiabroad.com/educators/customized-programs/	Worldwide
Athena Study Abroad: https://www.athenaabroad.com/afe-athena-for-educators/	Worldwide
CEA: https://www.ceastudyabroad.com/custom-programs/why-cea	Worldwide
CISabroad: https://www.cisabroad.com/	Worldwide
Study Abroad Italy (SAI): https://www.saiprograms.com/faculty-advisors/faculty-led-custom/	Italy, Spain & France

FAU University Exchange Partners	Support Offered
London South Bank University: http://www.lsbu.ac.uk/	London, United Kingdom
East China Normal University: http://english.ecnu.edu.cn/	Shanghai, China
Universidad Carlos III de Madrid: https://www.uc3m.es/Home	Madrid, Spain
Lisbon University Institute: http://ibs.iscte-iul.pt/	Lisbon, Portugal
Anglo American University: https://www.aauni.edu/	Prague, Czech Republic
Universidad San Francisco de Quito: https://www.usfq.edu.ec/Paginas/Inicio.aspx	Quito, Ecuador & The Galapagos
University of Northumbria: https://www.northumbria.ac.uk/	New Castle, United Kingdom
Aalto University School of Economics: https://www.aalto.fi/en	Helsinki, Finland
American Business School in Paris: https://www.absparis.org/en/	Paris, France
Stockholm University, School of Business: https://www.su.se/english/	Stockholm, Sweden

RESOURCES

FAU Education Abroad Professional/Organizational Memberships:

- NAFSA - <http://nafsa.org/>
- Forum on Education Abroad - <https://forumea.org/>
- Diversity Abroad Network - www.diversitynetwork.org
- Florida Consortium for International Educators - <http://fcie.org/>
- Florida Association of International Educators - <http://www.faie.org/>
- Institute for International Education (IIE) - <https://www.iie.org/>

Helpful for Program and Budget Development:

- Oanda Currency Converter - <https://www.oanda.com/>
- U.S. Department of State Travel Advisories - <https://travel.state.gov/content/travel/en/traveladvisories/traveladvisories.html/>
- U.S. Embassies Abroad - <https://www.usembassy.gov/>

External Publications, Presentations, & Articles:

- Institute for International Education (IIE): Research & Insights - <https://www.iie.org/en/Research-and-Insights>
- IIE Open Doors Report - <https://www.iie.org/en/Research-and-Insights/Open-Doors>
- Abroad with Disabilities: Resources - <http://abroadwithdisabilities.org/resources/>
- Forum on Education Abroad Standards of Good Practice for Leading Short-Term Education Abroad Program - <https://forumea.org/resources/standards-of-good-practice/leading-short-term-education-abroad-programs/>
- NAFSA Association for International Educators: Faculty-Led Program Resources: <https://www.nafsa.org/findresources/default.aspx?catId=518262>
- NAFSA: Resources for Core Education Program Workshop: Fundamentals of Short-term Education Abroad Programming - http://www.nafsa.org/Professional_Resources/Learning_and_Training/Workshops/Resources/Resources_for_Core_Education_Program_Workshop_Fundamentals_of_Short-term_Education_Abroad_Programming/